MEMORANDUM

TO: SCEIS Wave 2 HR Directors

FROM: Samuel L. Wilkins

DATE: May 26, 2010

SUBJECT: Administration of Temporary, Temporary Grant, and Time-Limited Project Positions in SCEIS

Currently in the Human Resources Information System (HRIS), all temporary, temporary grant, and time-limited project positions are created and tied to the State Classification Plan and assigned a pay band. Of course, these positions are not governed by the State Classification Plan. Because the South Carolina Enterprise Information System (SCEIS) provided an opportunity to create these positions more appropriately and accurately, OHR has developed an alternative method for creating these position types in SCEIS.

When agencies go live with SCEIS, classification and pay information for the temporary, temporary grant, and time limited project positions currently stored in HRIS will be converted to a "non-regulatory" code of UZ01. The legacy classification (State Class Title) and Federal Category will be converted into SCEIS. The current State Class Title from HRIS will be stored on the Internal Title field in SCEIS for your reference. The current pay band will be converted and stored on the Internal Pay Range field in SCEIS.

Once agencies go-live in SCEIS, the requirements for administering temporary, temporary grant, and time-limited project position types will differ from today's practice as it relates to establishing and maintaining these positions, designation of EEO Federal Categories, census codes, and classification and compensation plan for these positions.

An agency will have the ability to establish temporary positions in the system by utilizing the Create Position Action (PQ13). As the user proceeds with the action, the user will need to create a relationship to a job. For temporary positions, users should select the job UZ01 Non-Regulatory. A notification at the bottom of Infotype 1005 has been configured to serve as a reminder to the user that these positions should not be assigned to a state classification or pay band. When completing Infotype 1005 Planned Compensation for a temporary position, an agency should select the following:

Temporary position

       Pay grade type = 03 Temporary

       Pay grade area = 08 Temporary

       Pay grade = NR00

Similar to the current process, agencies will not create temporary grant, time-limited, and new FTE positions (FTE positions approved outside of Appropriations Act) that are approved by the State Budget Office. The Office of Human Resources will create approved temporary grant, time-limited positions, and FTE positions approved by the

State Budget Office in the system with the Create Position action. When OHR creates temporary-grant and time-limited positions, the Obsolete infotype will be set on the position to match the end date of the grant or time-limited project. Agencies can use an Obsolete Standard report in SAP to monitor when these positions are coming up for renewal.

In SCEIS, agencies will be able to name the temporary, temporary grant, or time-limited project positions and pay these employees as they deem appropriate. Because these positions are not FTEs that are part of the State Classification Plan, agencies should not use the state class titles or pay bands for temporary, temporary grant, or time-limited project positions. An agency has a couple of options to maintain internal information on these positions. Infotype 9010 Working Hours/Internal Data contains a section entitled "Internal Pay" that an agency may use to reflect an agency designated pay range, internal hiring rate, budgeted salary, and other internal codes as needed. Another option will be to use the short and long descriptions on Infotype 1000 to further identify the positions as desired.

In the future each agency will also be responsible for determining the EEO Federal Category for these positions. This information will be stored on Infotype 9001 Additional Position Attributes which is being updated to allow agencies the ability to enter EEO Federal Category information only on temporary, temporary grant or time-limited project positions. When this development is completed, you will be notified. As a reminder, agencies should remain consistent and equitable in their pay practices, including with their temporary, temporary grant, and time-limited project employees, to avoid claims under the Equal Pay Act. Each agency will also be responsible for entering the census code for these positions. This information will be stored on Infotype 9001 Additional Position Attributes.

Agencies should note that temporary positions (not including temporary grant or time-limited project positions) in SCEIS will be classified as non-exempt for FLSA purposes, will be required to submit time worked through ESS or a Time Administrator, and will be paid on an hourly basis.

A temporary employee is defined as a full-time or part-time employee who does not occupy an FTE position, whose employment is not to exceed one year, and who is not a covered employee under the State Employee Grievance Procedure Act. To assist with administering this requirement for these employees not to exceed one year of employment, the system has been configured to send a notification to the HR Director and HR Master Data Maintainer roles. This notification will be sent to the "System Inbox" for each of these roles and delivered 30 days prior to the end of the temporary employee's 12 month employment period. Additionally, to further assist with overseeing this regulatory requirement, agencies may opt to use Infotype 0019 Monitoring of Tasks to generate an additional reminder on the employee's record to send notifications to certain roles or to include on the Monitoring of Task report.

Finally, based on the above regulation, OHR requests that agencies create a temporary position and put the employee in the position using the same start date. By creating the temporary position and entering the employee into the position on the same date, the position's start date and the employee's start date may run concurrently for up to one year in compliance with the State Human Resources Regulations.